

The language of this brochure is for information purposes only. This brochure is intended as a reference and does not provide legal advice. The information contained in this brochure is subject to change.



To verify that a contractor is licensed, contact the

Building Inspection Division

at

307.686.5260

City of Gillette

Building Inspection Division

201 E. 5th Street

P.O. Box 3003

Gillette, WY 82717

Phone: 307.686.5260

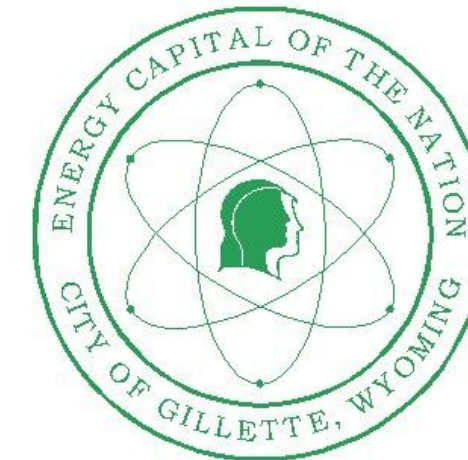
Fax: 307.685.8897

www.ci.gillette.wy.us

City of Gillette

TIPS FOR HIRING A CONTRACTOR

Building Inspection Division



City of Gillette
Building Inspection Division
307-686.5260
www.gi.gillette.wy.us

When shopping for a contractor, avoid hiring any contractor who:

- Arrives in an unmarked truck or van;
- Asks you to sign an estimate or authorization before you have decided to actually hire them;
- Appears to be willing to do the job at an unusually low price;
- Only provides a post office box for their business address;
- Requires full or substantial payment before work begins;
- Refuse to provide you with a written estimate or contract;
- Refuses to provide you with a license number issued by the City of Gillette;
- Refuses to provide you with references;
- Shows up at your door unsolicited; or
- Uses high pressure sales tactics;
- Does not provide a business card with a physical address, mailing address, contact persons name and phone numbers.



Before signing a contract, read the contract, make sure it includes the following:

- a detailed summary of the work to be done;
- a description of materials;
- a provision that a written agreement will be signed by both parties should changes by either party be made to the original plan;
- the total contract price or how the price will be calculated; and
- Specific timelines and provisions that address what will happen if the contractor fails to meet the contractual deadlines.



Documents that you should obtain and retain:

- a copy of the signed contract
- a copy of the building permit
- have the contractor contact his insurance agent and have them mail a certificate of liability insurance to you showing you named as the certificate holder.

The City of Gillette has adopted the 2006 ICC Building Codes. And 2005 NEC. Coming soon the 2008 NEC.